

## **Commission Meeting**

September 24, 2002 @ 3:00 P.M.

Department of Education 1135 Lincoln Street, Conference Room E, Red Bluff, CA 96080

### **MEETING MINUTES**

In Attendance: Paula Brown-Almond, Christine Applegate, Bob Douglas, Mildred H. Johnstone, Gloria Lofthus, and George Russell.

Absent: Carl Havener and Connie Massie

#### **1. PUBLIC COMMENT –**

- 1.1. Gail Locke: Would like the Commission to consider adding a Dental Component to the School Readiness initiative.

#### **2. PUBLIC HEARING – Fiscal Year 2001-02 Annual Report and Audit:**

- 2.1. Denise Snider, Program Director submitted the Annual Report and Audit for review. Commissioner Chairperson Russell suggested an executive summary accompany the report when submitted to the Board of Supervisors. The Commission thanked the Commission staff on the comprehensive information and well thought out publication put forth in the Annual Report.
- 2.2. Chairman Russell asked for any comments from the public on either the Annual Report or Audit, none where heard.

#### **3. CONSENT AGENDA:** Commissioner Bob Douglas made the motion to approve all items on the consent agenda, seconded by Commissioner Gloria Lofthus, motion carried 6-0.

#### **4. REGULAR AGENDA**

##### **4.1. ACTION: Budget Adjustments**

- The addition of \$2,014 to Professional Services, account number 53230, for Consultation Services provided by Lang & Associates for the School Readiness Initiative, bringing the total use for implementation funds to \$52,014.
- Approve the addition of \$200 to Professional Services, account number 53230, for Computer Consulting Services provided by Computer Logistics.
- Approve the addition of \$11,000 to Professional Services, account number 53230, for Administrative Support Services. Additional staff support will be needed during the year for functions including: contract awards and monitoring process, data base development, and community engagement.

Commissioner Christine Applegate made the motion to approve the Budget Adjustments as requested, Commissioner Bob Douglas seconded, and the motion carried 6-0

##### **4.2. ACTION: Adoption of Logo: First 5 Tehama**

- Formally approve the adoption of First 5 Tehama as logo for Tehama County Children and Families Commission.

- The Commission would like to hold off on the name and logo change until further notice – choosing to look at what other counties are doing with the name/logo change and if they have modified how the name/logo looks.

4.3. INFORMATIONAL – Director's Report

- Evaluation Framework Planning Update:
  - Consultant will present a preliminary draft to Commission in October.
  - Revised Kindergarten Teacher Survey and distributed information regarding the data collection process. Sent letters to Kindergarten Teachers and School Secretaries with a copy of the Highlights of Findings from the last survey (2000) and met with School Administrators regarding their biennial participation and support. Our goal is 100% participation once again.
  - Met with regional Statewide Evaluation Coach to complete the First 5 California Indicator Survey being used to help develop a statewide evaluation of First 5 California. Our goals are to design evaluation activities to support results-based accountability (RBA) and continuous improvement efforts at both the state and local levels.
- Media/PR/Education Update
  - Participated in information gathering for a LA times article on the overall state of Proposition 10.
  - Participated in the Feria de Salud Familiar on Saturday, September 14, 2002. Our CBO Media program representative, True North, set up an informational booth where public education messages about impact of exposure to violence on children were received, the importance of brain development in the critical early years, oral health, and the adverse effects of smoking, alcohol, and drugs around babies and children were received. Sixty-five (65) children and eighty (80) parents were served in five (5) hours. The most questions asked were about dental care for adults and many adults were not aware of the Healthy Families Program.
- Gave an informational presentation at the Health Partnership Meeting on First 5 Tehama, September 17.

4.4. INFORMATIONAL – Project Updates & Presentation

**GRANTEE:..... Women, Infants, and Children (WIC)  
Supplemental Foods Program**

**Grant Type:..... Direct Services Grant**

**Funding Cycle: ..... February 6, 2002 through January 31, 2004**  
(second year funding is dependent upon reporting, participation,  
and degree to which year one goals are met)

**Project Director: ..... Sue Mitchell**

**Fiscal Intermediary: ..... Mercy Foundation North**

**Grant Amount Award: .... \$ 79,943.00**

**Project Description:** Prenatal and Postpartum Education program serving women from early prenatal period through six weeks postpartum. "Kits for New Parents" will be utilized to develop curriculum and as a working tool throughout the series.

Quarterly Project Status (May, June, and July):

- English Breastfeeding classes are continuing every six-weeks. Four classes have commenced with 45 women and 21 support people attending;
- Hired Bilingual Health Educator;
- Continuing the Spanish curriculum development;

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- Early Prenatal Classes begin in September in both English and Spanish;
- Spanish Water Birth Classes have been incorporated into the Childbirth Classes.

**GRANTEE:** Child Care Referral and Education (CCRE)

**History:** CCRE received a planning grant to design and pilot an outreach education program to raise awareness of benefits of licensing to license exempt child care providers and potential Latina providers.

**Project Description:** Provides outreach, support and training activities for license-exempt child care providers and potential Spanish-speaking licensed and exempt child care providers through home visits, mass media outreach, community presentations, workshops, and technical assistance. Will work to increase parents', providers, and community knowledge of the benefits of quality child care, childhood development and healthy and safe home environments. The project includes outreach to Latino and Spanish-speaking children and their families, with an emphasis on school readiness for three and four year old children.

Michelle Kinner, Project Coordinator, gave informational presentation on the project.

4.5. **DISCUSSION/ACTION – Documentation Review & Scope of Work Approval of Family Resource Center Project:**

**GRANTEE:** Northern Valley Catholic Social Service

**Project Description:** Expand existing Family Resource Center in both capacity and delivery of services. Core services include: parent education; child development activities; resource and referral; drop-in availability; peer-to-peer supports; on-site child care. Outreach plan delivered at end of year two.

Problems:

- Missing documentation needed to validate numbers;
- Inaccurate and untimely receipt of reports;
- No monitoring system in place;
- Core content of parent education classes did not reflect Prop 10's priorities;
- Lack of training, guidance, or work plan for Family Resource Center model delivery;
- Lack of follow through with guidance and training received from Commission office.

Findings:

- Due to lack of project oversight, impacted by lack of Program Manager, and lack of programmatic systems in place; there was no regular oversight of staff, approved scope of work, or evaluation plan.

Progress:

- Program Manager hired;
- Proposing Family Resource Center Supervisor position;
- Program Manager and Family Resource Center Supervisor will attend Family Resource Center Core Training September 25-27, 2002;
- Have contacted local Technical Assistant provider to support accomplishing the Family Resource Center model, first step will be the development of a work plan by the end of October.

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- Alignment of core content for all parent education classes offered reflecting Prop 10's priorities.

Based on conferences held with Northern Valley Catholic Social Service administrative staff; information and documentation received: Denise Snider, Commission Program Director, proposed moving ahead with next year's funding and requiring monthly reports. She would also report monthly to the Commission on the project status.

Northern Valley Catholic Social Service administrative staff was present at the Commission meeting for comment and response to any additional questions from the Commission.

Commissioners reviewed and discussed original and proposed Scope of Work, budget for FY2, and the proposed development of a work plan designed to lay the foundation for the Family Resource Center.

Denise Snider, Commission Program Director, read aloud additions to the Scope of Work that were submitted to the Commission office by Barbara McIver this morning, Tuesday, September 24, 2002. The additions will probably also be included in the work plan.

Bob Douglas made the motion to approve the project, amended Scope of Work, and development of a work plan designed to lay the foundation for the Family Resource Center as proposed by Northern Valley Catholic Social Service, Gloria Lofthus seconded, motion carried 6-0.

4.6. INFORMATIONAL – School Readiness Initiative Update

- School Readiness Applicant Workshop was held September 19 in Red Bluff for eligible schools, community-based organizations, and agencies. Schools will collaborate with parents, teachers, community-based organizations, and public agencies to develop and implement a comprehensive School Readiness program. Commissioner Douglas spoke about possible proposal requirements. He suggested that proposals must address these three populations: 1) In-home child care providers; 2) Exempt child care providers; 3) Licensed center based and/or licensed family child care providers. These possible criteria will be discussed with our School Readiness consultant.

4.7. DISCUSSION/ACTION – Commissioner Position Opening

- No letters of interest have been received to date. The Board of Supervisor's agenda item would remain open indefinitely until the position is filled. Commissioner Bob Douglas would like for people to think about a Licensed Child Care Provider representative or someone with a similar background when petitioning for the opening.

4.8. DISCUSSION/ACTION – Financial Plan Review and Adoption

- Denise Snider, Program Director, reviewed with the Commission the Current and Future Fund Allocation Pattern through year 2007. This Pattern gave the Commission food for thought as they move forward in the adoption of a Fund Allocation Plan and Long Range Financial Plan.
- Nancy Oliva presented a review from the workshop in July and presented the Commission with the draft Financial Plan and policies developed from their hard work. The Commission tabled the discussion of the Financial Plan until the adoption of the Fund Allocation Plan.

4.9. INFORMATIONAL – Commissioner Updates

- List of Commission Names and Terms updated and distributed.
- List of Commission Committees and Calendar of Events distributed.

4.10. ADJOURN

**Next meeting scheduled October 29, 2002  
at the Family Resource Center  
220 Sycamore St., Suite 101, Red Bluff, CA 96080**

*Communications received by the Tehama County Children and Families Commission and Commissioner Information Packets are on file at the Office of the Program Director, 1135 Lincoln St., Red Bluff.*